

COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES OF APRIL 3, 2013
CITY HALL WEST CONFERENCE ROOM
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: Hall, Jackson, Krenz, Ziemba

MEMBERS ABSENT: Reeder, Sturim, Turner

STAFF PRESENT: Rynbrandt, Director of Community Services
Lucar, Administrative Aide, Planning and Development Dept.

Call to Order

Vice-Chair Krenz called the meeting to order at 6:30 p.m and welcomed new members Christopher Hall and Tyler Jackson.

Approval of Agenda

Motion by Ziemba, supported by Hall, to approve the agenda as presented. Motion carried unanimously.

Approval of Prior Committee Minutes

Motion by Hall, supported by Ziemba, to approve the prior meeting minutes of February 6, 2013. Motion carried unanimously.

Public Comment on Agenda Items

There was no public comment.

Recommendation of Support for Revised City of Wyoming Rehabilitation Manual

Rynbrandt noted, over the past year, staff has brought forward several recommendations to the Committee regarding changes to the Rehabilitation Manual. Lucar explained that a major cleanup of the Manual was needed since it is now over ten years old. The proposed changes were reviewed by the Rehabilitation Committee, which includes Director of Community Services Rynbrandt, City Planner Tim Cochran and Chief Building Official Jim DeLange. Rehabilitation Specialist Ken Dalga also did a review as well as Administrative Aide Lucar. Lucar highlighted the major proposed changes to the Manual. The Community Development Committee had previously made their recommendation on several items, which have been included: The

maximum loan amount increased from \$15,000 to \$20,000, the general improvement items amount increased from \$4,000 to \$5,000, and emergency roof/furnace loan applicants will be able to move to the top of the waiting list and receive a loan for full improvements. Lucar noted several programs were removed that are now obsolete: Paint Program, Rental Housing Rehabilitation Program, Lee/Burton Rental Housing Rehabilitation Program and the stand-alone Roofing Rehabilitation Program. The steps in the loan applicant and contractor verification processes have been updated to meet current standards of both the City and HUD. The job titles have been updated throughout to reflect staff reorganization. The Demolition Program has been expanded to include decks, fencing or other blighted structures. The next step is for the Committee to make a recommendation to City Council on the proposed Manual changes so they can be implemented by July 1st.

Hall asked for further information on the housing rehabilitation program. Rynbrandt explained anyone in the city can receive a loan/deferred loan for housing repairs if they meet the income guidelines of the program. Twenty homes will receive improvements this fiscal year and four homeowners will receive demolition grants. The waiting list for the program is now closed because there are about 120 names on it. Hall asked if homeowners are referred to Home Repair Services. Lucar responded affirmatively, for minor home repairs.

Motion by Ziemba, supported by Jackson, to recommend the City Council approve the proposed revisions to the Wyoming Rehabilitation Manual. Motion carried unanimously.

2013-2014 Action Plan/Grant Updates

Rynbrandt noted the City Council held the public hearing and subsequently approved the 2013-2014 Action Plan. Lucar explained an Environmental Review record is developed for each activity proposed to be funded for the next fiscal year. The review is complete and it is now going through the required public notification process.

Rynbrandt mentioned the official grant award notification for next fiscal year has not been received yet from HUD. They have indicated that we should expect to receive a 5% reduction due to the sequestration budget cuts. Staff may come back to the Committee with the recommendation to make cuts to align the expenses of core services with the revised grant amount.

Rynbrandt indicated there was a recapture of about \$27,000 of Community Development funds from the City's general fund because the auditors could not find formal documentation meeting HUD standards that funds for the Police liaison officer in 2010/11 were used in low/moderate income areas.

Rynbrandt referred to the March 18, 2013 email from Home Repair Services and their annual report of 2012 accomplishments. In the letter it mentioned they will be receiving

funds for foreclosure intervention from MSHDA for next fiscal year. If the budget needs to be reduced due to the sequestrian cuts, the foreclosure intervention funds for Home Repair Services could be an area to cut.

Kent County EVIP Grant and Wyoming, Grand Rapids, Kent County Study Group (Re: Efficiencies, Service Sharing, Consolidation Study) Update

Rynbrandt noted the consultant has been selected for this study. A steering committee has been formed and Krenz will be the citizen representative on this committee. April 16th is the first committee meeting. From the City of Wyoming's standpoint, this study is to examine efficiencies and opportunities for possible changes if the need is determined such as expanded service sharing, inter-agency contracting, or consolidation. She will keep the committee updated on this process.

Analysis of Impediments and Housing Needs Study Update

Rynbrandt indicated staff has been working with consultants McKenna and Associates on this study. A survey was sent out to developers, rental property owners, citizens, etc. and almost 500 responses have been received. Three public forums were also held last week to receive comments. This study will ultimately provide a better tool for the City of Wyoming and area developers relative to affordable housing planning. A draft of the study will most likely be available for the committee's review next month.

Grantee Reports

Home Repair Services – See comments above.

Fair Housing, Section 8 Seminar – Rynbrandt recognized Lucar for her work in making the seminar a success. Lucar noted over 90 people attended the Fair Housing/Section 8 Seminar last week. It is a great learning opportunity for rental property owners and managers.

Committee Member Recruitment

Rynbrandt mentioned there are still two openings on the Committee. If they know of anyone interested in serving on the Committee, please have them fill out an application in the City Clerk's Office.

Committee Member Concerns and Suggestions

There were no concerns.

Lucar distributed binders filled with orientation and program materials to new members Hall and Jackson. Lucar will contact the new Committee members in a few weeks to ask

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them if they would like a more personalized orientation meeting.

Public Comment in General

There was no public comment.

Adjournment

Motion by Hall, supported by Ziemba, to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 7:25 p.m.

(The next meeting is scheduled for May 1, 2013.)

Kimberly S. Lucar
Administrative Aide
Planning & Development Department